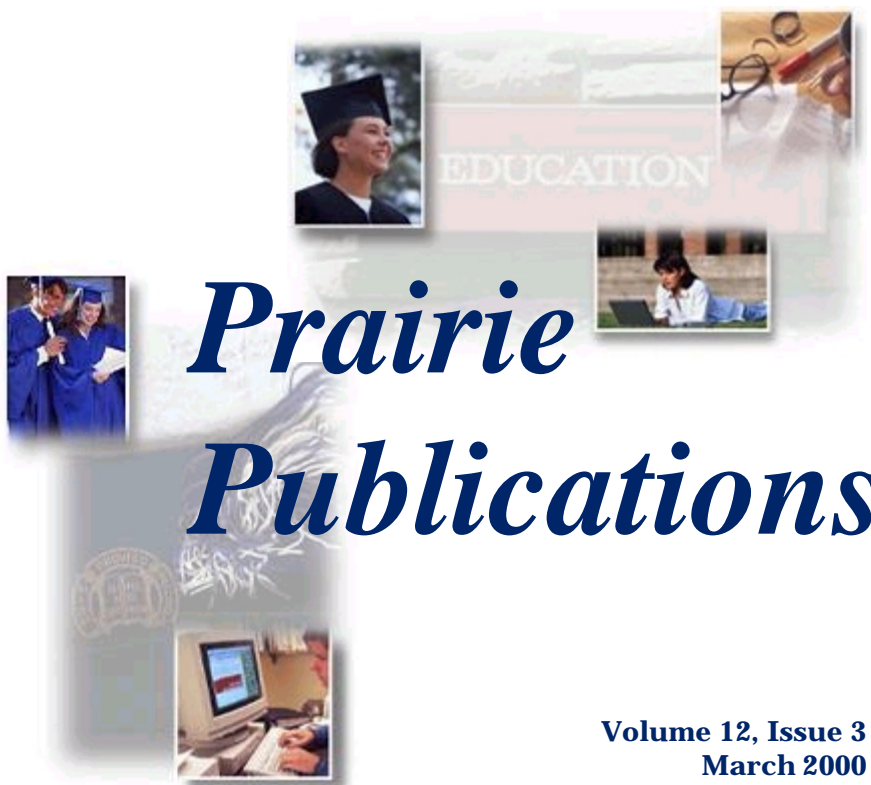


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Prairie Publications

Volume 12, Issue 3
March 2000

FFELP Outpaces FDLP for FY99

For fiscal year 1999, which encompasses October 1, 1998 through September 30, 1999, the Federal Family Education Loan Program (FFELP) enjoyed an increased volume in student loan funding while the Federal Direct Loan Program (FDLP) showed a volume loss.

Here are the numbers as posted by the Department of Education that include loans funded for the Stafford (subsidized and unsubsidized) and the PLUS program:

	<u>FY 99</u>	<u>FY98</u>	<u>% Inc/Dec</u>
FFELP	\$22.9 Billion	\$22.3 Billion	2.7%
FDLP	\$11.1 Billion	\$11.2 Billion	-0.9%

The overall annual borrowing by students increased only \$0.5 billion nationally or 1.4%. SLND-Guarantor's volume increased 4.8% for this same period.

*Wally Erhardt, Associate Director
SLND-Guarantor*

SLND-Guarantor Lender/ School Workshop Scheduled

A combined Lender/School workshop is planned for March 21 and 22 at the Kelly Inn in Bismarck. We'll begin at 6:30 p.m. on Tuesday evening, March 21, with a dinner and guest speaker, Paul Tone of UNIPAC. The workshop will continue at 8:30 a.m. on Wednesday, March 22, with a continental breakfast followed by a variation of topics for both lenders and schools including the MPN, Cancel/Revision, Entrance/Exit Loan Counseling, CollegeSAVE, Reauthorization, Default and Debt Management, Deferments, and Discharge of Loans. After lunch, breakout sessions will cover 799, EFT, Claims and Due Diligence for Lenders, an MSI update, and hands-on cancel/revision training for schools.

Invitations were mailed in mid-February to originating lenders and college financial aid offices. If you have any questions, please contact Char Feist at 1-800-472-2166 ext. 85753 or e-mail to cfeist@state.nd.us

*Char Feist,
Program Reviews/Compliance Officer
SLND-Guarantor*

Minot State University Holding FAFSA-on-the-Web Workshop

The MiSU Financial Aid Office is hosting a FAFSA-on-the-Web workshop on March 8 for returning MiSU students. The workshop will be held at an MiSU computer lab. Students will receive general information on how to use the online version of the FAFSA. Students will also be able to receive assistance from financial aid office staff with any questions they have while they are actually completing their FAFSA-on-the-Web. Students who attend this workshop will be able to register for various prizes, ranging from highlighters (donated by College Information Service) and gift certificates to the grand prize of a scholarship.

The idea for this workshop was formed after a recent study of the makeup of MiSU's late applicants (ISIR's received in August and September) revealed that most of the late applications come from MiSU's own returning students. The financial aid office staff hopes that this workshop will accomplish two things: 1) introduce MiSU students to this relatively new and easy way to file their FAFSA; and, 2) encourage more MiSU students to file early enough to meet the priority funding deadline. Hopefully, once students utilize the FAFSA-on-the-Web option, they will use it again in future years.

*Laurie Weber, Financial Aid Counselor
Minot State University*

SLND-Guarantor Question & Answer

Q. *What type of evidence of unemployment benefits is acceptable for granting an unemployment deferment?*

A. Any documentation (including, but not limited to, an approval letter from the employment office or a copy of an unemployment benefits check) demonstrating the borrower's eligibility for unemployment benefits during the deferment period requested is acceptable. If the documentation does not provide a begin date for the borrower's eligibility for unemployment benefits, and no other information is available regarding the begin date of unemployment benefits, the deferment should be granted beginning on the date of the document. If the document is not dated, the deferment should be granted beginning on the date the document was received by the lender.

Ryan Graalum Transfers to NDSU

Ryan Graalum has been hired as Assistant Financial Aid Director at North Dakota State University. Ryan transfers from the same position at Valley City State University. He began his duties at NDSU on February 7.

Congratulations!

NDAAC Elects New Officers

At its annual meeting, February 6, NDAAC elected new officers. Karla Gabriel, Bismarck State College, 1999 President-Elect for the group obtained the President's position. The following individuals were elected to the remaining positions:

President Elect - Kathleen Septon, Dickinson State University

Secretary - Jenni Irwin, Lake Region State College

Executive Director - Tom Leno, Bismarck State College

These officers may be contacted at their respected institutions to address issues regarding admissions or Fall College/Career Fairs. If you have questions, please call me at (701) 224-5426.

*Karla Gabriel, Admissions Counselor
Bismarck State College*

Prairie Publications

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Available online at www.banknd.com/slnd

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Roger Johnson

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By Student Loans of North Dakota is a newsletter circulated to lenders, college financial aid and admissions personnel, high school guidance counselors, other guaranty agencies, and individuals needing information about student loans. **All articles are of the writer's opinion and should not be construed as Student Loans of North Dakota policy unless so stated.**

NDASFAA Update

Greetings. Just finished February 2000, which was Financial Aid Awareness Month for North Dakota. Hope you all had a chance to see a showing of the "Paying for College" video on Prairie Public Television. The February Financial Aid Hotline Night seemed to go well.

The RNASFAA Decentralized Training (SPRING Session)—North Dakota Training Session will be held March 15, 2000 at Minot. The training will be covering three topics:

- 1) Calculating the return of Title IV funds;
- 2) Summer financial aid; and
- 3) Resolving "C" codes

Make plans to take these sessions. The registration is online at the RNASFAA web page www.rnasfaa.org

Remember that we will have the NDASFAA Annual Conference April 12-13, 2000 at the Holiday Inn in Bismarck, ND. The program is looking very interesting and informative. If you can provide any help for the conference, contact Jeff Jacobs and Angie Wynn, co-chairs. In addition to the conference there will be a Federal Update Session that has been confirmed for April 11.

Remember the RNASFAA FINANCIAL AID TRAINING INSTITUTE is in JUNE 2000. GREAT TIME and GREAT TRAINING to be had at the Summer Institute. The week-long comprehensive training for financial aid administrators, June 2-9, 2000 on the Colorado College campus is located in beautiful Colorado Springs, Colorado. Noted nationally as one of the premier training opportunities for new and experienced individuals in the financial aid profession, this year's RNASFAA Summer Institute promises to take a new approach while maintaining the history of excellent training. The goals of the Summer Institute are to strengthen methods of communication, promote leadership development, help participants learn and utilize electronic processes, and work toward the "ultimate" financial aid office as we find ways to best help our students. "Institute 2000, Tools for Success" will provide five different areas for participants to choose: Neophyte, Intervanced, Tech World, Loan Pros, and Leadership Development.

For the future think about July (NASFAA in Washington, DC) and October (RNASFAA in Rapid City, SD). In addition, there will be all those training opportunities to take in and gain from. More about these as we can get the details.

Bruce Helgerud, President - NDASFAA

Guarantor Bulletin Update

SLND-Guarantor Bulletin Index for 1999 was mailed in mid-February. The mailing also included SLND-Guarantor Bulletin #1-00 on:

1. Economic Hardship Deferment Request form.
2. T-Bill rate for the quarter ending December 31, 1999 is 5.22%.
3. New PLUS forms and MPN's have arrived.
4. Notice to borrowers concerning the Student Loan Ombudsman office.
5. *Common Manual* Updates include:

- A defaulted loan with a satisfactory repayment arrangement is included when establishing economic hardship deferment eligibility;
- PC rental or purchase costs may be included in the COA;
- Additional unsub portions borrowed as an independent student are not included in the aggregate calculation if a student reverts back to a dependent status;
- Borrowers or endorsers must submit documentation at the beginning and end of the borrower's Americorps service;
- A Loan Discharge Application must be completed in order to qualify for a false certification discharge;
- A request to extend an existing unemployment deferment requires documentation of at least six attempts to secure employment;
- Additional unsub limits apply when a parent is denied a subsequent PLUS for the same loan period, but the EFA must include the previously awarded PLUS;
- Economic Hardship deferments require documentation of income, or a self-certifying statement when there is no income;
- Lenders must also file a bankruptcy claim if a Chapter 7 or 11 convert to a Chapter 12 or 13;
- Statement about PLUS borrower's eligibility for Graduate Fellowship deferment based on a dependent student's status is not valid and has been eliminated; and,
- Guarantors pay or return non-default claims within time frames specified by the federal government.

If you did not receive this bulletin or would like additional copies, please call Holly at 1-800-472-2166 ext. 85751 or e-mail to

hschirad@state.nd.us

Did You Know? PSA's

The following Public Service Announcements will be used in March. These messages are a service of Student Loans of North Dakota, administered by Bank of North Dakota, and are "designed to meet your student loan needs." If you have an idea or suggestion on a PSA you would like us to use, or if you have comments on previous ones, please call Beth or JoAnn in Program Development at 1-800-472-2166 ext. 85653 or 85619.

Did you know there is a toll-free number you can call to find out information relating to any post-secondary school, college, or university? If you are interested in furthering your education and have questions about deadlines, the curriculum, how to apply for admission, financial aid sources, or any other questions related to post-secondary education, you can call College Information Service at 1-800-554-2717.

Did you know each year people pass up the opportunity to continue their education because they think they can't afford it, won't qualify for financial aid, or just don't know the process? If you have questions about the application process, financial aid sources, curriculum, deadlines, who to contact at a particular school, or want other college-related information, call College Information Service toll-free at 1-800-554-2717.

Did you know education beyond high school is one of the best investments available? The 1990 North Dakota State Census data reported people with a four-year college degree earn one-third more than those with only a high school diploma. National statistics show college graduates have nearly twice the earning potential. Training at a vocational or trade school also increases earning potential and some occupations can have higher earning potential than a traditional college degree. For related information, call College Information Service, 1-800-554-2717.

Did you know the first step in applying for all types of federal student financial aid is to complete the Free Application for Federal Student Aid form (called the FAFSA)? If you plan to attend college this fall and will need financial assistance, you will need to complete this form as soon as possible. If you have questions about the FAFSA, contact the financial aid office at the school you plan to attend, or College Information Service at 1-800-554-2717.

SLND Employee of the Month

Yvonne Remmick has been chosen as SLND's Employee of the Month for March.

Yvonne began her employment with Bank of North Dakota in April 1995 as a part-time teller in the Retail Department. In February 1998, Yvonne accepted a full-time position with SLND Loan Servicing as a Collection Officer I.

Yvonne is always pleasant—no matter what! Listening to her as she speaks with our customers, it is truly apparent that she is so helpful and goes the 'extra mile.' Yvonne is always courteous and polite with the customer!

Congratulations!

Who's Coming and Going at SLND?

Roberta Modin, Accounting and Budget Specialist I for SLND Fiscal & Administrative Services has decided not to return to work after the birth of her son, February 22. She will be doing the most important job of her life—being a mom! We will miss her very much and wish her and her family much happiness and joy!

Tanya Olson has joined SLND Loan Servicing staff as Receptionist. She was previously employed as a Loan Processor with BNC National Bank in Bismarck.

Upcoming Events

March 15 - RMASFAA Decentralized Training (Spring Session), Minot, ND

March 21-22 - SLND-Guarantor Lender/School Workshop, Kelly Inn, Bismarck, ND

April 2-5 - SDASFAA Annual Conference, Ramkota Hotel, Aberdeen, SD (includes Decentralized Training)

April 11 - Federal Update Training, Holiday Inn, Bismarck, ND

April 12-13 - NDASFAA Annual Conference, Holiday Inn, Bismarck, ND

June 2-9 - RMASFAA Summer Institute, Colorado College Campus, Colorado Springs, CO

Writing A Scholarship Essay: Brainstorming

by CollegeGate.com

Information furnished by:
College Information Service, 1-800-554-2717

Step One: Brainstorming

Scholarship essays vary dramatically in subject. However, most of them require a recounting of personal experiences.

The most important aspect of your scholarship essay is the subject matter. You should expect to devote 1-2 weeks simply to brainstorming ideas. To begin brainstorming a subject idea, consider the following points. From brainstorming, you may find a subject you had not considered at first.

- What are your major accomplishments, and why do you consider them accomplishments?
- Does any attribute, quality, or skill distinguish you from everyone else? How did you develop this attribute?
- Consider your favorite books, movies, works of art, etc. Have these influenced your life in a meaningful way? Why are they your favorites?
- What was the most difficult time in your life, and why? How did your perspective on life change as a result of the difficulty?
- Have you ever struggled mightily for something and succeeded? What made you succeed?
- Of everything in the world, what would you most like to be doing right now? Where would you most like to be? Who, of everyone living and dead, would you most like to be with? (These questions should help you realize what you love most.)
- Have you ever experienced a moment of epiphany, as if your eyes were opened to something you were previously blind to?
- What is your strongest, most unwavering personality trait? Do you maintain strong beliefs or adhere to a philosophy? How would your friends characterize you? What would they write about if they were writing your scholarship essay for you?
- What have you done outside the classroom that demonstrates qualities sought after by universities? Of these, which means the most to you?

- What are your most important extracurricular or community activities? What made you join? What made you contribute to them?
- What are your dreams of the future? When you look back on your life in thirty years, what would it take for you to consider your life successful? What people, things, and accomplishments do you need? How does this particular scholarship fit into your plans for the future?

If these questions cannot cure your writer's block, consider the following exercises:

- 1) Ask for help from parents, friends, colleagues.
- 2) Consider your childhood.
- 3) Consider your role models.
- 4) Read sample scholarship essays and admissions essays. (CollegeGate maintains an archive of over 100 free sample application essays.)
- 5) Goal determination.

Coming up with an idea is difficult and requires time. Remember, *without a topic you feel passionate about, without one that brings out the defining aspects of your personality, you risk falling into the trap of sounding like the 90 percent of scholarship applicants who write boring essays!*

Have fun! You might discover something about yourself you never consciously realized. Good luck!

Visit CollegeGate.com for many other essay editing resources.

Millionaire Report Card

The average millionaire made B's and C's in college, reports Thomas Stanley, who surveyed 1,300 millionaires for his book *The Millionaire Mind*. The average millionaire SAT score was 1190, not good enough for many top schools! (Source, *USA Today*, Monday, February 7, 2000.)

Information courtesy of
College Information Service



EDE News from HECN

Since much of my time is dedicated to the EDE aspect of financial aid, this month's article will focus on the new changes in the EDEExpress for Windows 2000-2001 Software Version 6.0. You can find these tips by locating the "Help" button from your menu.

What's New in Global?

Demo: When you enter Driver's License Number and Driver's License State on the Demo tab, EDEExpress automatically fills in Yes for "Do you have a driver's license?" on the FAFSA. You can update demo records through an External Add or Change file.

Export: External export files can be delimited by fixed length, tabs, commas, and custom delimiters so the exported data is easier to use on other systems.

Import: The Import Statistics box is larger, so you can view the information without scrolling.

Letters: You can modify the predefined text in the second text block on the Document Tracking letter to customize it for your needs. You can print user-defined letters from the Demo tab. You can now define titles for your user-defined letters. These titles appear on the menu under Tools, Setup, Global, User-Defined Text.

Login: When you login to EDEExpress, you can select your User ID from a list instead of typing it in. Click on the ellipse buttons to the right of the User ID.

Navigation: EDEExpress now supports vertical scrolling with the wheel on the Microsoft Intellimouse and other compatible mice. When you press the Tab key to move through an entry screen, it skips the calculator and calendar buttons. As you drag the scroll bar horizontally or vertically in a grid, a new feature called Scroll Tips shows you the location of the cursor. Column titles in grids are consistent with entry fields and Query field titles.

Notes: The Notes printout now includes the student's name, as well as the User ID of the user who entered the most recent updates to the notes and the date of the update. Only the user who entered a note or a user with specific security access can delete or edit the note. You can click and drag the corner of the Notes entry box to change the size of the box. The Notes box accepts up to four lines of text.

Print: The title you enter for a list always prints as the title of the report. Reports containing special characters now include a legend that explains the characters. You can choose Single or Multiple as a default print setting, depending on whether you usually print single records or multiple records.

Query: You can modify any field in the Query dialog box. You can use the queries you've created as templates for creating new queries. When you change a saved query, EDEExpress prompts you to enter a new title for the new query. When you use a predefined query that contains a batch ID field, you can select the batch ID from a list instead of having to type the batch number. In the Query field list, "Import Batch ID" has been changed to "Batch ID - Import." "Export Batch ID" has been changed to "Batch ID - Export." You can query for a vendor code that appears anywhere on the ISIR and for a vendor code that appears in a specific school choice position. A list of predefined queries is available in Help.

System Information: (System Information now includes):

- Available hard disk space and processor type (for example, Pentium or Pentium II)
- Version and build number of the software currently running
- 16-bit DLLs installed on your PC
- The registry stores the full version number and the latest patch applied.

User Data: In User Data setup, field types are displayed with full names in the list on the setup grid. You can select one or more fields to print on the User Data report. User Data fields on all lists in EDEExpress are sorted in ascending alphabetical order.

What's New in App Express?

Several significant changes have been made to App Express:

- Mother and Father's SSN values are 000-00-0000 to 999-99-9999 or blank. You must provide a SSN and name for mother OR father if the student is dependent, otherwise a SAR C flag generates.

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- On the certification/signature page, ED can verify reported income with the IRS.
- A new row added to the verification worksheet displays the total sum of income differences so that the FAA can tell if the differences are within the tolerance level. (The number in Household/College and Exemptions claimed are not included in this total.)
- You can save a FAFSA prior to its completion. FAFSA's saved without edits are saved at an 'I' status.
- A new field, "Type of Tax Form," is included on the Verification Worksheet screen.
- A zero populates an 8-digit Alien Registration Number (ARN) field (to total 9 digits) when you save the record. You no longer have to type a zero if you enter 8 digits.
- EDEExpress applies parental edits only to dependent students.
- We added a selection criteria option for the export process.
- We added a TG ID box that displays in the lower right-hand corner of the Export screen.
- You can print export files by batch ID.
- You can use the Signature Export to fulfill the signature requirements for a student who files with FAFSA-on-the-Web without waiting for the SAR/ISIR.
- Year-to-Date has its own import Type.
- An Original Batch ID column is located on the Batch Activity Database.
- A "Received ISIR's" and a "Received Errors" flag are located on the Batch Activity Database.
- A new checkbox is on the ISIR print dialog box so you can select to print the active transaction when printing multiple ISIR's.
- You can specify to print the highest transaction when printing multiple ISIR's by clicking a checkbox on the ISIR print dialog box. You can also choose to display the active or the highest ISIR transaction upon opening the student record.
- You can print a list of processed ISIR's either with or without comment codes.
- You can sort records by last name, first name, and then transaction number when printing a list of ISIR's by last name.
- You can use selection criteria when printing List-Renewal Application Data.
- A "Compare Active Transaction" is an optional report feature during ISIR import. It notifies users when a new ISIR is imported for a student that already has an active transaction.
- Special characters printed on an EDEExpress report have explanations.
- The ENAS calculation date is on the ENAS calculation report performed at the record level.
- A single Yes/No flag replaces Verification flags on the ISIR.
- "Processed Record Type" and "Input Record Type" are on the FAA Information section on the ISIR.
- The PIN mailer flag is on the List-Renewal Application Data report. Flag values are Y (PIN mailed to student) or blank (no PIN mailed). An option is on the print dialog, which allows you to print a list of records that contain this flag.
- The Process, Activate transaction is grayed out if a student's demographic record exists but no ISIR is present on the database.
- An EFC calculation button is added to the tool bar on the SAR/ISIR Tab.
- EDEExpress will no longer calculate and send encryption codes with electronic correction files.
- An Automatic Electronic Access Code (EAC) Generation flag is on the RAD record.
- "Do not sign, date, or mail this application prior to January 1, 2000" is on the ISIR Certif./Signature page.
- The SAR C code prints on all rejected records except those which contain a reject 16.
- The "Title IV file" is renamed "Federal School Code file."

Changes Regarding NSLDS

- The Postscreening Reason Code is added to the NSLDS page.
- The Award Amount field for Pell data is added to the NSLDS page printed by EDEExpress.
- The unsubsidized loan fields (outstanding principal balance, pending disbursement, and total fields) are added to the NSLDS page.
- The "Delete Disb. Prior to 10/1/92" field on the Perkins section of the NSLDS page is eliminated.
- In the loan detail section of the NSLDS page (Print and View), you are alerted if there is a possibility of more than 12 loans existing for a student.

*Tricia Campbell, EDE State Trainer
NDUS, HECN-SIS, Grand Forks, ND*

HECN Student Information Systems Report

Last week, I received a call for information about a series of screens that allow for entry of data in a more efficient way than going to each student's individual record to do the job. I wrote an article about these screens in May 1998, but it is apparently time to repeat this one as there is still interest out there for using this process. Rightfully so, too, because these Tran ID's TS30 through TS85 provide the user with a way to enter repetitive data more quickly and efficiently.

Each Tran ID provides the ability to update a specific field. For example, TS30 allows for entry of a first or primary major code for up to eighteen (18) students per screen. The field does not update as the screen clears; however, the data from the screen gets stored in a file which is updated through a batch program run (can be done that night or on a routine schedule like weekly). The batch run that takes the stored data and populates the specified field is RG931.

If you had used several of the Tran ID (screens) to enter several different data elements, all of the data would be updated when the RG931 batch program was run. The batch job also produces a list of each data element that was updated together with an error list of requested changes that were not made.

The list of Tran ID's and what they update follows:

TS30 - primary (first) major

TS35 - primary (first) minor

TS40 - activity codes

TS45 - degree pending field

TS50 - reciprocity term

TS55 - coursework comments

TS60 - transcript notation

TS65 - registration eligibility

TS70 - course cum indicator

TS75 - registrar's hold

TS80 - grade changes

TS85 - course title changes

On **TS30**, a field called "term major changed" requires that a YYT (993 or 004 are examples) be entered. You would enter the term you want to reflect the new major on the printed transcript. This screen also needs student's NAID number with check digit and 4 digit major code number.

TS35 takes the student's NAID number with check digit and a 4 digit minor code number. Up to eighteen (18) students may be entered per screen.

TS40 takes the student's NAID number with check digit and the activity code or codes you want attached to the student's record. Enter up to eighteen (18) students per screen.

TS45 has a prompt screen that requests a valid term and session. The screen itself takes NAID number of the student with check digit and the 8-character degree which the student is working to obtain. Enter up to eighteen (18) students per screen.

TS50 has a prompt screen that requests a valid term. The screen itself takes NAID number and check digit of the student/students who are to receive reciprocity. Enter up to eighteen (18) students per screen.

TS55 has a prompt screen that requests a valid term and session and allows you to make a decision on which coursework comment field you want to select. Select only one at a time. Each student will have the same coursework comment placed on their record for that term. Then, enter up to eighteen (18) student NAID numbers with check digit on the screen that follows.

TS60 requests a valid term and session on the prompt together with the selection of the transcript notation you wish to attach to each student's record. The valid choices are:

0-PROBATION

1-ACADEMIC PROBATION

2-ACADEMIC SUSPENSION

3-DISMISSED

4-DEAN'S LIST

5-PRESIDENTS HONOR ROLL

6-HONORS LIST

7-CONTINUED ON PROBATION

8-ACADEMIC WARNING

9-REINSTATED ON PROBATION

A-DISMISSED/REINSTATED

B-SUSPENDED/REINSTATED

C-DISMISSED FROM GRAD SCHOOL

D-EXTENDED SEMESTER CONTRACT

Only one transcript notation may be entered at a time. Then, enter up to eighteen (18) student NAID numbers with check digit to complete this screen sequence.

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TS65 takes a student level on the prompt screen. (Choices to enter are):

U - undergraduate

G - graduate

L - law

M - med

A - whichever the student is currently

Student NAID number with check digit and a two character registration eligibility (see below):

ER-ELIGIBLE TO REGISTER

DR-APPLIED DIDN'T REG

GH-GRAD HOLD

LH-LAW HOLD

MH-MED HOLD

UH-UNDERGRAD HOLD

(The 4 HOLDS must match the student level requested and you must enter a term held.)

Use only VALID TERM formats (991, 993, etc.) and use these TERM FORMATS only with UH, GH, LH, or MH.

TS70 prompts by asking for a CUM INDICATOR (choices include):

U-TRANSFER CREDITS TO UNDERGRAD CUM

G-TRANSFER CREDITS TO GRAD CUM

L-TRANSFER CREDITS TO LAW CUM

M-TRANSFER CREDITS TO MED CUM

Z-REMOVE CREDITS FROM STUDENTS CUM

There are eighteen (18) occurrences requesting student NAID number with check digit and a valid term and session.

TS75 requests a valid term for the Registrar's Hold starting and the value (alpha) of the Registrar's Hold. Blank is not a valid entry here. Student's NAID number with check digit up to eighteen (18) times may be entered on the following screen.

TS80 requests a valid term and session. The following screen requires student NAID number and check digit, department name (4 character abbreviation), course number, credits, and grade. Up to eighteen (18) occurrences may be entered.

TS85 requests a valid term and session in the prompt. The screen that follows requires student NAID number and check digit, department name (4 character abbreviation), course number, credits, and the title as it should change. Normally this should not be used for approved course titles appearing in the catalog. It is to be used as a place to enhance titles to special topics, research, independent study, and such other courses. Enter up to eighteen (18) students per screen.

*Charles Fjeld
Admissions/Registrar State Trainer
NDUS, HECN-SIS, Grand Forks, ND*